# " "APPQMR Face-to-Face Facilitator Parameters

The Applying the QM Rubric (APPQMR) online workshop is a service under the QM subscription agreement. The Face-to-Face (F2F) Applying the QM Rubric (APP) workshop is the first step in preparing participants to become Peer Reviewers. In the Applying the QM Rubric Face-to-Face Facilitator Certification, you will learn how to present the face-to-face APPQMR workshop including preparation, content delivery, and facilitation. Upon successful completion of the Applying the QM Rubric Face-to-Face Facilitator Certification course, with a current APPQMR training license held by your institution, you may deliver this workshop as an independent Facilitator for your institution in a face-to-face setting.

If your institution does not renew their subscription or changes to a type of subscription that does not provide the ability to deliver the independent F2F APPQMR workshop, you may not continue facilitating the F2F APPQMR workshop. All materials must be destroyed or returned to Quality Matters and your F2F Facilitator role will be changed to "expired." If you continue to facilitate the workshop at your institution Quality Matters will not recognize the participants as completing the APPQMR.

The materials in the Applying the QM Rubric Face-to-Face Facilitator Certification (AFFC) course and the APPQMR workshop are proprietary to MarylandOnline, Inc. (MarylandOnline) and contain information that is treated as confidential by Quality Matters and MarylandOnline. For the purposes of the AFFC and the APPQMR workshops you facilitate, and only on behalf of your institution, which must be a QM member with the appropriate non-exclusive and non-transferable license and training license, Quality Matters grants you access and use of the AFFC materials and the face-to-face workshop Applying the Quality Matters Rubric presentation and workshop materials. Participants in the APPQMR workshop are expressly prohibited from copying, duplicating, or distributing the Quality Matters workshop materials without written permission from Quality Matters. Workshop materials may not be revised, altered, or recreated.

Your institution has a subscription agreement in place describing the terms and agreements including services available thru QM.

By signing this document, you acknowledge that you have read and understand the following parameters:

1. Facilitator for the face-to-face APPQMR workshop will be an active QM-Certified Applying the QM Rubric Face-to-Face Facilitator.
2. Use the Quality Matters APPQMR content to facilitate the face-to-face delivery, and only the face-to-face delivery, of the APPQMR workshop.
3. Meet institutionally-specific objectives outside of the face-to-face APPQMR workshop.
4. Schedule and deliver the face-to-face APPQMR workshop only on behalf of your own institution or system and direct any other institutions that inquire to Quality Matters to schedule a workshop.
5. Deliver the face-to-face APPQMR workshop in its entirety with no modifications. (Supplemental information specific to an institution can be delivered outside the APPQMR workshop or using the institution’s technology.)
6. Cap the face-to-face APPQMR workshop at 30 participants per session (minimum number of participants for a session is 6).
7. In the event your institution fails to maintain its subscription to Quality Matters with a training license for the APPQMR, cease all training and destroy all materials.
8. QM Rubric Workbooks must be purchased for all APPQMR participants. (Workbooks may be purchased in bulk at reduced rates.)
9. Facilitators can purchase the complete set of workshop materials (which includes the workbook) directly from Quality Matters ([**https://www.qualitymatters.org/qa-resources/order-materials**](https://www.qualitymatters.org/qa-resources/order-materials)) or purchase the workbooks and download the other materials from the Certified F2F Facilitator Resource Site in Moodle and prepare their own folders. The Facilitator must follow the guidelines in the “Workshop Materials List” document on printing and placing the documents in the participant folders.
10. Submit rosters to QM within two business days of the date of the workshop. Rosters are submitted in MyQM. Submitting the roster in a timely manner enables participants that successfully completed to register for the QM Peer Reviewer Course.
11. Certified Applying the QM Rubric Face-To-Face Facilitators must comply with new or revised QM parameters as needed, including any Facilitator re-certifications and course updates as required.
12. Participants in the Applying the QM Rubric Face-to-Face Facilitator Certification must register for the Applying the QM Rubric Online Facilitator Certification if they wish to facilitate the online APPQMR workshop.
13. Face-to-Face Facilitators are expected to participate in an annual update and renewal.
14. All versions of the QM Rubric are protected and available by permission only.

**By accessing the Applying the QM Rubric Face-To-Face Facilitator Certification materials and participating in the course activities, you accept these parameters.**

Institution: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Facilitator Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_

Print Name: ­­­­­­­­­­­­­­­­­­­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

QM Coordinator Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_

Print Name: ­­­­­­­­­­­­­­­­­­­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Lead QM Coordinator Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_

Print Name: ­­­­­­­­­­­­­­­­­­­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Note:** The Lead QM Coordinator signature is only required if your institution is a member of a QM System subscription.

Please scan and email your signed parameters to the attention of Nancy Ragias, QM’s Professional Development Registrar, [r**egistrar@qualitymatters.org**](mailto:registrar@qualitymatters.org) within **three** days of the start of your Applying the QM Rubric Face-to-Face Facilitator Certification. If you do not have QM Coordinator and, if applicable, Lead QM Coordinator approval, you will not be allowed to continue in the Applying the QM Rubric Face-to-Face Facilitator Certification.